

2122 - OFFICE ASSOCIATE III

NATURE OF WORK

Performs varied responsible , supervisory, clerical or technical work of a specialist nature often involving complex work methods and techniques.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Performs a variety of responsible duties relative to the municipal services of the department to which assigned; to resolve and adjust complaints and complex problems at the division or departmental level.

Interprets departmental operations, policies, and procedures and disseminate relative information.

Answers a variety of correspondence.

Establishes and maintain a variety of complex records and reports.

Computes and compiles data.

Take some responsibility for the functioning of the department or division to which assigned.

Performs a variety of administrative, technical and/or supervisory duties; to type forms, correspondence, etc., incidental to work assignments.

Acts as supervisor in the supervisor's absence.

Operates various office machines, word processing and data entry equipment.

Trains and supervises subordinate clerical personnel.

May assist in the preparation of the organizational budget.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Some proficiency in typing, thorough knowledge of modern office equipment, practices and procedures.

Thorough knowledge of one or more municipal functions, including licensing, personnel, purchasing, storekeeping, record keeping, report writing, court records and procedures, and other similar municipal functions.

Knowledge of business arithmetic and English.

Knowledge of City organization, ordinances, laws, rules and regulations; proficient in operating a variety of office machines.

Ability to supervise other employees.

Ability to carry out complex oral and written instructions.

Ability to establish and maintain effective working relationships with other employees and the general public.

MINIMUM REQUIREMENTS

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One (1) year experience in a variety of responsible administrative or clerical assignments involving extensive typing. Ability to type 40 correct words per minute. Ability to understand and carry out oral and written instructions. Ability to establish and maintain effective working relationships with other employees and the public.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, pushing and pulling.

SUPERVISION RECEIVED

General and specific assignments are received and are usually performed under little direct supervision allowing latitude for use of independent judgement. Work is reviewed for conformance to prescribed departmental policies and procedures.

SUPERVISION EXERCISED

Supervision may be exercised over subordinate clerical personnel.

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